

### Appendix G. FORMATS NECESSARY FOR NATO HAND-CARRIED MATERIALS

The following three articles are to be completed by the CSO on off icial \* letterhead for each approved transport of hand-carried material by cleared \* contractor personnel. The formats Include the Courier's Brief ing Receipt, \* Courier Certificate in English and French, and details of the itinerary for \* the trip. Procedures for NATO hand-carried materials are found in section \* VIII of this regulation and section XI, DoD 5220.22-M. Each CSO shall \* maintain a record of 'the use of Courier Certificates. \*

#### COURIER' S BRIEFING RECEIPT

(For personnel carriage within the U. S., omit inapplicable instruct ions.)

It has been found necessary to appoint you as an official courier to carry NATO classified mat erial. Your courier authorization will accord the mat erial you are carrying immunity from search or examination by customs and Immigration officials of the countries whose borders you cross.

Attached are the security clearance certificates which you must have in connection with your forthcoming journey. You are reminded of the following precautions which you will observe for the protection of the classified material that you withry.

- 1. The packages or bags containing the classified material must be covered by an official seal to prevent a customs examination.
- 2. A list of all NATO classified documents you will carry must be inventoried and recorded by the appropriate office of your department, agency, or command prior to your departure.
- 3. Throughout the journey and while at your destination, the classified material **must** never leave your possession unless deposited in a place of safety, as provided for under the security arrangements of the diplomatic or military missions or commands of this country, a national ministry of the host country, or with a NATO international agency.
- 4. NATO classified material must not be discussed in public places, such as hotels or lounges.
- 5. NATO classified material must not be read in aircraft, trains, ships, or any other vehicles.
- NATO classified material must not be left unattended in hotel rooms, staterooms on trains or ships, or stored in repositories, such as hotel safes. You may delegate your responsibility for direct surveillance of the classified material you are carrying only under the security arrangements of a United States diplomatic mission, United States military command, a host NATO government, or a NATO international agency.
- 7. On your return, the classified documents (or receipts for them, if they were delivered into the custody of another authorized recipient) must be inventoried against the list prepared before your departure. Should any NATO classified documents be acquired, the COSMIC control officer, or other designated officer of your department, agency, or command will pick up accountability.

Some of the measures necessary to sustain good security may be cumbersome, especially when at the end of a tiring day's work a journey to some other part of the city is necessary In order to deposit your papers in a place of safety. It is easy to persuade oneself that no harm will be done by keeping the papers

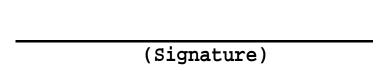


overnight in the hotel" or some equally insecure place. In reality, a person is presenting an easy target for the agents of foreign intelligence services by doing so, and the records of the security services of NATO countries contain cases of loss or compromise of documents attributable to this dangerous practice.

Should you encounter any security difficulties during your trip, please bring them to the attention of this office so that remedies may be worked out for the benefit of other NATO travelers.

Signature	of	appropriate	briefing	official
		Date	9	

I cart if y. that I have read and understand the instructions set forth above which pertain to the handling of NATO classified documents in my custody while I am an official courier.



## COURIER CERTIFICATE

	Valid Until
1. This is to certify that the	bearer (name and rank, where
<u>applicable</u> ), holder o	f Passport/Identity Card No.
is a member of (parent or	ganization) .
the execution of his official furofficial NATO courier. He is aut of packages of official NATO doc	
requested to extend to the official seasons carried under official seasons or • xamination conferred the North Atlantic Treaty Organi	alby the bearer the immunity from by the Agreement on the Status of zation National Representatives a Agreement between the Parties to
	Signature of Authorizing official:
	Designation: (Name and rank in capitals)
	Date:

Official stamp of NATO member nation or NATO command or • genw.

COURIER CERTIFICATE, continued:

# ORDRE DE HISSION DUN COURRIER

	Valable jusqu'au			
	l est certif ié par la présente que le porteur (nom et grade, eas échéant), détenteur du Passeport/Carte didentité  est membre de (organisme d'appartenance)			
Au tours des voyages mentionnéseu verse, le porteur voyage en exécution de ses fonctions officielles et est accrédité cosine un courrier officiel de l'OTAN. 11 Ost autorisé a transporter (nombre) paquets contenant des documents officiels de l'OTAN, dent les sceaux correspondent ou meddle du sceau a prosé en regard du voyage indiqué.				
Tous les fonctionnaires des services de douanes et de l'immigration sent, en conséquence, pries dappliquere la correspondence et aux documents officiels transportéd sous sceau officiel par le porteur l'immunité prévue en matière de visite et de contrôle douanier par la Convention sur le Statut de l'Organisation du Traité de l'Atlantique Nerd, des Répresentants nationaux et du Personnel international et la Convention entre les Etats parties-au Traité de l'Atlantique Nerd sur le Statut de leurs Forces.				
	Signature du fonctionnaire responsible:			
	Designation: (Nom et grade en majuscules)			

Date:

Sceau officiel du pays membre de 10TAN ou du commandement ou organisme de 10TAN

### **COURIER CERTIFICATE** continued:

# DETAILS OF ITINERARY DETAILS DE L' ITINERAIRE

# SPECIMEN OF SEAL USED MODELE DU SCEAU UTILISE

From to De

See note below Voir note ci-dessous

From t De

From to De

From to De. " 'a

NOTE: In addition to an impression of the seal, the officer • f fixing the seal must print his name, rank, • nd the name • nd address of his department, command, agency or facility.

En complément à l'impression du sceau, le fonctionnaire • pposant le sceau doit mentioner • n majuscules, son nom et grade ainsi que le nom et l'adresse de son service, commandement, organisme ou éstablissement.